

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
1636 GOLD STAR DRIVE
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2012-11

OPENING DATE: 15 June 2012

CLOSING DATE: 10 August 2012

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND AFSC:

Recruiter (Temporary Indefinite through 30 June 2014)
8R000
0070437734

UNIT/ACTIVITY AND DUTY LOCATION:

145 Force Support Squadron
Charlotte, NC

This position is not a career AGR position and AGR status will be terminated at the end of the tour.

PCS move is not authorized for this position. Selectee will be required to attend the first available ANG Recruiter Course.

Any applicant that would obtain AD sanctuary during this tour will have to waive their rights to sanctuary protection before being accepted for the position.

GRADE AND SALARY: Pay and allowances commensurate with military grade not to exceed TSGT/E-6.

WHO CAN APPLY: The area of consideration for this position is STATEWIDE. Applications will only be accepted from current members of the North Carolina Air National Guard.

Applicants interested in the AGR position may apply by submitting an Application for Active Guard/Reserve (NGB Form 34-1). Do not submit resumes.

AGR applicants must include with application:

- (1) A copy of your current (last 12 months) "passing" Fitness Assessment Sheet.
- (2) Current Report of Individual (RIP) - (all pages) (Obtain from vMPF)
- (3) ASVAB: Must comply with ASVAB criteria as listed in AFECDD. Admin: 24
- (4) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (5) Must have adjudicated Security Clearance.

**Incomplete packages will not be forwarded for consideration.

Applications must be sent to: 145fss.fulltimejobapplications@ang.af.mil to be received not later than the close of business on the above indicated closing date. Email as one complete package...do not separate into individual attachments. Please include a current email address so that we can confirm receipt of application.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must hold a 5-level in their current AFSC, except in those instances where a 5-level does not exist. Must have served at least eighteen months in the Air National Guard. Must have a high school diploma or GED equivalent. Must be an NCO in grade E-4 through E-6. Must possess a high moral character and unquestionable integrity. Must project a favorable image (appearance and military bearing) for the ANG. Must be able to speak clearly and communicate effectively. Must possess/demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must be willing to work long and irregular hours. Must meet physical profile 111321 (minimum X-3 profile), and be dental class A. Knowledge is mandatory of: the organization, mission and operation of the Air National Guard, and the methods and techniques of recruiting, internally and publicly, including the use of newspaper, magazines, radio, television and photographic media for advertising purposes. Must meet the mandatory requirements for entry, award, and retention of AFSC as stated in AFMAN 36-2108.

MILITARY ASSIGNMENT: This is a fenced position. Assignment in an Enlisted position, 145th Force Support Squadron, NCANG, AFSC: 8R000, and appropriate military UMD grade. Must participate with unit during Unit Training Assemblies and Annual Training.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans, organizes, and coordinates all recruiting activities. Develops an annual recruiting plan to include goals, activities, advertisement, and financial planning. Assists the ANG Recruiting Office Supervisor in the planning and organizing of recruiting activities: Analyzes industrial and population content of communities to determine the requirements for recruiting programs. Develops and maintains long-term contacts with representatives of local news media. Develops and maintains recruiting relations with representatives of civilian organizations, high schools at local level, reserve and active duty units of the Armed Forces, and the general public. Implements approved recruiting programs to meet Air National Guard and public needs and interests. Establishes contacts with interested prospects through the use of the news media and referrals. Improves techniques for disseminating recruiting information. Maintains full familiarity with events and facts concerning benefits for Air National Guard personnel. Coordinates recruiting activities, with information specialists and photographers to cover events in which Air National Guard personnel participate. Coordinates the recruiting advertisements with the Community Manager for all local radio and television spot public service announcements to ensure a balanced presentation of material and suitable program types. Prepares reports and correspondence for recruiting activities. Coordinates inter-service information on recruiting activities. Reports unfavorable publicity or conditions that might result in unfavorable public reaction. Coordinates with responsible sections to ensure prospects are properly scheduled for physical examinations and ASVAB tests, etc. Coordinates with educational facilities to ensure proper information assistance requests are fully complied with. Coordinates formal presentations to members of the news media, educational institutions, public service organizations and other organizations, upon request through the Public Affairs Office. Performs technical recruiting functions: Conducts recruiting briefings for ANG Personnel engaged in recruiting, involving direct contact with the public and representatives of the news media, i.e. personnel on short tours for fairs, special presentations, etc. Conducts community relations programs including installation tours for members of the civilian community, makes personal contacts with prospective enlistees to present the overall opportunities the Air National Guard has to offer. Follows up on all contacts regardless of the source. Convinces qualified people to join the Air National Guard. Must maintain locally established recruiting production standards to meet state/unit strength requirements. Must be familiar with officer selection programs IAW ANGI 36-2005 and AFMAN 36-2105. All officer leads should be coordinated with the Chief, CBPO. Performs other duties as assigned.

EVALUATION FACTORS USED: Review of individual applications and personal interviews.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

DISTRIBUTION: A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA12, VCSOP-1